

Report Date: 14 Apr 2014

Summary Report for Individual Task
061-303-1025
Organize Meteorological Message Preparation and Distribution
Status: Approved

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Given a requirement to prepare MET messages, DA Form 3677-R, DA Form 3675-R, and Meteorological computer. Some iterations of this task should be performed in MOPP 4.

Standard: Organize meteorological message preparation and distribution to support mission requirements within the commander's timeline.

Special Condition: None

Safety Level: Low

MOPP: Sometimes

Task Statements

Cue: Given a requirement to prepare MET messages.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Establish meteorological message requirements and distribution guidance.
2. Coordinate meteorological message preparation.
3. Review MET data on a completed DA Form 3677-R Computer Met Message.
4. Review MET data on a completed DA Form 3675-R Ballistic Met Message.
5. Ensure meteorological messages distributed according to guidance.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show the soldier what he did wrong and how to do it correctly.

Evaluation Preparation: Setup: Ensure that all information, references, and equipment required to perform the task are available. Use the performance measures and the references to score the Soldier's performance. Brief the Soldier. Tell the Soldier what he is required to IAW the task conditions and standards.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Established meteorological message requirements and distribution guidance.			
2. Reviewed MET data in a completed DA Form 3677-R Computer Met Message.			
3. Recorded MET data in a completed DA Form 3675-R Ballistic Met Message.			
4. Coordinated meteorological message preparation.			
5. Ensured meteorological message distributed according to guidance.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	FM 3-09.15	Tactics, Techniques, and Procedures for Field Artillery Meteorology	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. None

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
MOS 13T - Field Artillery Meteorological/Survey - SL4	Enlisted	MOS: 13T, Skill Level: SL4, Duty Pos: EAZ